

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1228

**TITLE:** DEPUTY DIRECTOR TO THE RETIREMENT BOARDS

**GRADE:** S-32

**DEFINITION:**

Under direction, assists the Executive Director to the Retirement Boards in supervising, coordinating and administering the daily operations and activities of the Retirement Office; provides staff support to the three Retirement Boards and maintains their official records; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Plans, organizes and directs the membership services operation of the Fairfax County Supplemental, Uniformed and Police Officers Retirement Systems;

Administers the Senior Executive Service Retirement System and the Health Insurance Subsidy Account;

Supervises professional and clerical staff responsible for retirement payroll, refund processing, active membership and retiree counseling, and the development and maintenance of related automated systems;

Oversees the annual payment of benefits to terminated County employees who were members of the retirement systems;

Verifies the calculation of member benefits;

Coordinates payment of benefits to eligible spouses and/or former spouses as directed under the provisions of Qualified Domestic Relations Orders with the County Attorney's Office;

Develops policies and procedures related to administration of the three retirement systems;

Implements policies relating to benefits administration set by the Boards of Trustees of the retirement systems, and advises the Executive Director of new or revised policies, rules or regulations;

Monitors and evaluates the impact of retirement-related legislation introduced in the Virginia General Assembly;

Interprets and implements State and federal policies and statutes affecting the retirement systems;

Prepares Personnel Subcommittee and Board Items related to proposed ordinance changes;

Oversees maintenance of all financial retirement benefit and Health Insurance Subsidy Account records;

Assists the Executive Director with the preparation of financial data for the annual audit;

Submits data to the systems' actuary for the retirement systems' annual valuations, which determine the County's employer contributions to the retirement systems;

Acts as liaison between the systems' actuary and the Boards of Trustees;

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Directs the preparation of data for each 5-year experience study of the systems, which analyzes actual versus assumed experience;  
Prepares the annual operating budget (as it relates to retirement benefits) for the retirement systems and the Health Insurance Subsidy Account;  
Represents the Executive Director at meetings and conferences with County, state and national representatives, and citizens;  
Provides operational and administrative support to the Boards on retirement benefits issues and special projects;  
Acts for the Executive Director in his/her absence;  
Oversees development and maintenance of the agency's computer-based systems;  
Releases retirement-related articles for publication in the Courier and the Supergram, and oversees production of the retiree newsletter;  
Oversees the development and distribution of member handbooks, and supervises the annual production and distribution of retirement benefit statements to active and terminated vested members; and  
Develops and administers the pre-retirement training programs for active members of the systems, and oversees presentation of retirement information at orientation sessions for new employees.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles, practices and techniques of defined benefit retirement plan and employee benefits administration;  
Knowledge of the principles, methods and practices of governmental accounting;  
Ability to interpret and evaluate various policies, ordinances, regulations and problems, and reach sound conclusions;  
Ability to prepare and present oral and written reports;  
Ability to plan, organize and direct the work of professional and clerical staff;  
Ability to establish and maintain effective working relationships with County staff and the general public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four-year college or university with a Bachelor's degree in business administration, public administration, personnel administration, or financial management; PLUS  
Five years of progressively responsible professional experience in retirement plan administration, personnel and/or employee benefits administration, including considerable experience managing/supervising professional staff.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

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**NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REGRADED: April 13, 2005

REGRADED: June 9, 1997

REVISED: December 14, 1995

RENUMBERED: October 30, 1989

ESTABLISHED: January 9, 1989